



Policy #: HR-007
TITLE: Performance Management
Date issued: September 1, 2009
Date last revised: _____
Authorization: Chief Executive Officer

1.0 INITIAL ASSESSMENT

All staff are subject to an initial formal assessment period of six months continuous employment, excluding approved absence and sick leave. A system of ongoing performance appraisal will apply thereafter.

The purpose of the assessment period is to ensure that staff has the necessary ability, skill and interest to perform in the position to which they have been appointed, and to correct any placement errors. It also affords the staff member an opportunity to assess ISI and the role to which he or she has been assigned. It is a time when the staff member would feel free to discuss his or her progress and performance with the immediate supervisor.

The assessment period may be extended by mutual consent. In the event that employment is terminated during the assessment period, four weeks' notice will be given, other than in instances of disobedience, misconduct, or neglect of duty.

2.0 ONGOING PERFORMANCE MAINTENANCE

Supervisors are encouraged to set goals and objectives as needed throughout the year, provide feedback, and deal with issues as they arise.

Part of the Performance Management Process is an annual meeting between each staff member and his or her supervisor. Prior to the meeting, staff are asked to complete a self assessment. The self-assessment would include areas such as competencies, annual expectation/objectives, accomplishments, areas for development and growth, future objectives complete with timing, and general comments.

During the meeting, the staff member and their supervisor will review the self-assessment. In addition to the ongoing feedback throughout the year, the supervisor will provide additional feedback relating to performance, as well as follow-up on outstanding issues that may include corrective measures, etc. As well, the staff member and their supervisor will determine future goals and objectives, and discuss any changes that are required to the duties and responsibilities of the position.

The supervisor will provide written comments.

3.0 REVISION HISTORY

Issued: _____

Revised: _____